

**CITY OF SANDUSKY  
RECORDS COMMISSION MEETING  
FRIDAY, OCTOBER 7, 2016**

The Chairman called the meeting to order and the following responded to the **Roll Call**: Eric Wobser - Chairman, Justin Harris, Dan Poggiali & Kelly Kresser. Trevor Hayberger was also in attendance.

**MEMBERS EXCUSED:** Hank Solowiej

**APPROVAL OF MINUTES**

Upon motion of Justin Harris and second of Eric Wobser, the members voted to approve the minutes of the April 7, 2016, Records Commission meeting. The Chairman declared the motion passed.

**CURRENT BUSINESS**

Upon motion of Justin Harris and second of Eric Wobser, the members voted for Trevor Hayberger to be the alternate designee on the Records Commission (in Justin Harris' absence). The Chairman declared the motion passed.

Upon motion of Kelly Kresser and second of Eric Wobser, the members voted to approved the RC-3 Records Destruction Schedules for the Police, Finance and Public Works Departments.

*Discussion:* Trevor Hayberger suggested comparing these schedules with the RC-2/Records Retention Schedules on file with each of the respective departments and Kelly Kresser said she would perform this review prior to submitting them to the Ohio Historical Society.

The Chairman declared the motion passed.

**OLD BUSINESS**

Kelly Kresser said the RC-3 Records Destruction schedules which were approved at the April meeting have also approved by the Ohio History Connection for destruction, but have not yet been taken for disposal. These will be disposed of at the same time as those approved at today's meeting.

**NEW BUSINESS**

The 2017 Records Commission meetings were scheduled for April 27 and October 26 at 1:30 p.m.

**ADJOURNMENT**

Upon motion of Kelly Kresser and second of Eric Wobser, the members voted to adjourn at 1:45 p.m.

**APPROVED:**



Eric Wobser/Chairperson

**ATTEST:**



Kelly Kresser, Clerk/Member

App. 4.27.17